

## REQUIRED DOCUMENTATION FOR CHILD CARE CENTERS

Following is a list of the documentation that must be at the facility for review. You can copy each of the following charts and attach it to the front of the file and check off the documentation as you include it in the file.

PERSONNEL RECORDS
<input type="checkbox"/> Application with hire/termination date and related experience or documented on-the-job training
<input type="checkbox"/> Orientation Training
<input type="checkbox"/> Caregiver Health Evaluation
<input type="checkbox"/> Tuberculosis screening results - obtained within the first 30 days of employment
<input type="checkbox"/> Current Food Handlers Permit - obtained within the first 30 days of employment
<input type="checkbox"/> Current First Aid and CPR certification if needed
<input type="checkbox"/> Annual Training Hours
<input type="checkbox"/> BCI screenings – submitted within the first 5 days of employment

CHILDREN'S RECORDS
<input type="checkbox"/> Admission agreement
<input type="checkbox"/> Medical treatment and transportation release (separate or on admission/registration form)
<input type="checkbox"/> Immunization records (pink cards)
<input type="checkbox"/> Health Assessment C initial and every year
<input type="checkbox"/> Medication Releases and Records
<input type="checkbox"/> Accident/Incident Reports

OTHER DOCUMENTATION
<input type="checkbox"/> Policies and Procedures Manual
<input type="checkbox"/> Six weeks of child attendance records
<input type="checkbox"/> Six weeks of injury, accident and incident reports
<input type="checkbox"/> Six weeks of medication administration forms
<input type="checkbox"/> Log of Fire and Disaster Drills
<input type="checkbox"/> Menu Approval (or food program) and one week of menu substitutions
<input type="checkbox"/> Director's qualifications
<input type="checkbox"/> Local annual health department inspections
<input type="checkbox"/> Local annual fire department inspections
<input type="checkbox"/> Variance approvals
<input type="checkbox"/> Vaccination records for animals